CK PURCHASE RECODE

A Utility for the Pegasus Opera II Accounting System

User Manual

(Updated 01/02/12)

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CK PURCHASE RECODE

MANUAL CONTENTS

1.0 Introduction and Overview

2.0 *CK PURCHASE RECODE* Installation/Activation

3.0 *CK PURCHASE RECODE* Utility

4.0 Report

5.0 Recoding Bespoke Fields

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1.0 Introduction & Product Overview

CK PURCHASE RECODE is a utility for the Opera II accounting system which allows the user to change an existing purchase account code

The utility has been designed to allow the following:

- Individual or batch recoding of records.
- Multiple records can be merged into one.
- Bespoke fields can be included in the Re-code update
- Changes all occurrences of the code throughout the whole Opera II system.
- Import a recode CSV file from excel for batch Re-coding

The purpose of this manual is to ensure that you install and activate ***CK PURCHASE RECODE*** correctly.

Should you experience any problems when running ***CK PURCHASE RECODE*** or you have any queries or comments regarding this product please contact ***CK* Systems** by telephone on **01384 245200**. Alternatively you may contact us by fax on **(01384 245250** or by **e-mail to cks@ckca.co.uk.**

*** * * *<u>IMPORTANT NOTE</u> * * * ***

FOR CK RECODE TO RUN CORRECTLY THE OPERA II TOOLKIT MODULE MUST BE ACTIVATED ON THE SYSTEM.

<u>DISCLAIMER</u>

Although programs are tested by *CK* Systems before release, no claim is made concerning the accuracy of software. *CK* Systems cannot assume liability or responsibility for any loss or damage arising from use of these programs. It is a condition of every sale or purchase of *CK PURCHASE RECODE* that the purchaser accepts all such risk and such acceptance shall have deemed to be given when the purchase is made.

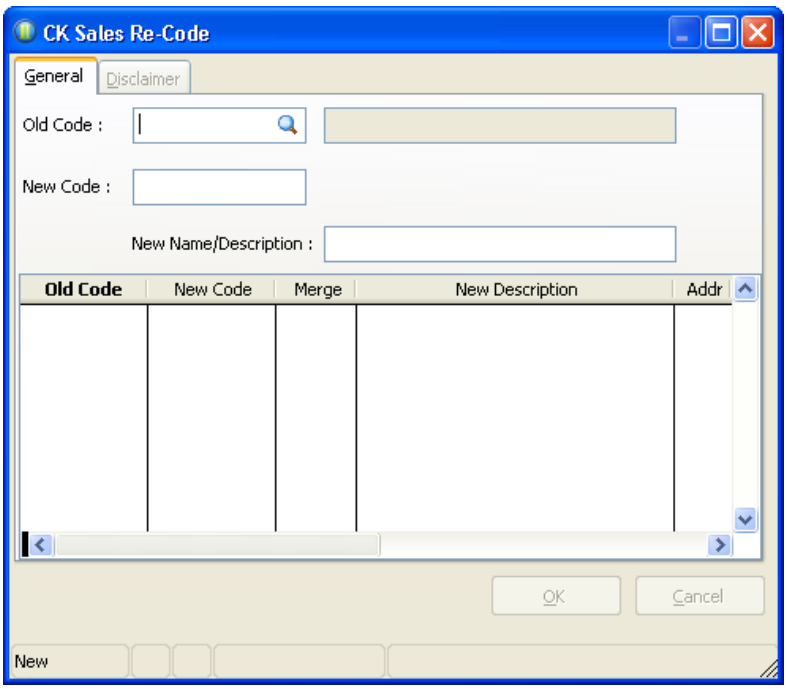
2.0 Installation & Activation of *CK PURCHASE RECODE*

For detailed instructions on the installation and activation of ***CK STOCK ARCHIVE*** please refer to the separate CK Activation and Installation guide. Once installed and activated you can then proceed to the next step below

3.0 *CK PURCHASE RECODE* Utility

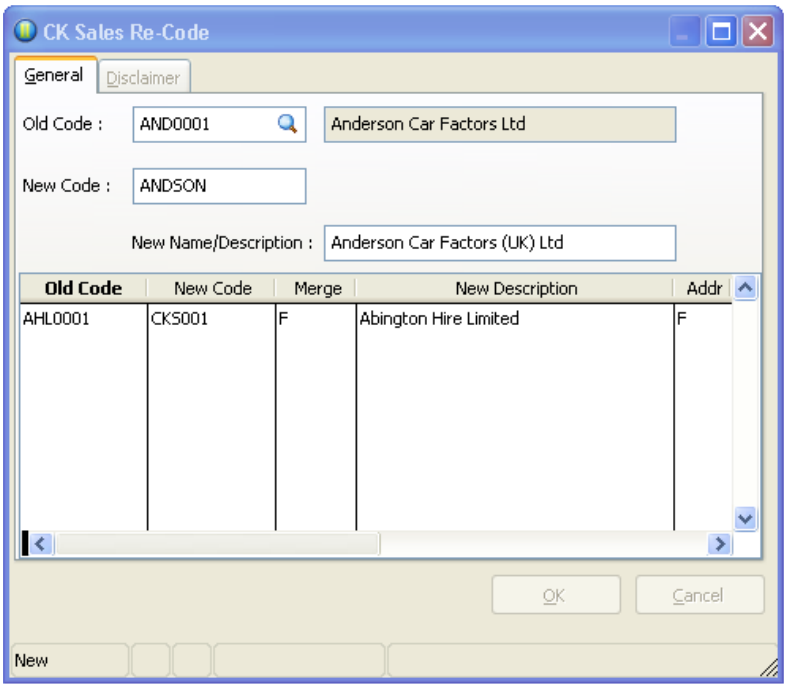
The **CK PURCHASE RECODE** utility is located in the **Utilities** folder in the **Purchase Module.**

3.1 RECODING INDIVIDUAL/BATCH RECORDS



Click on the **CKRECODE** icon on the **Purchase/utilities** menu and you are presented with the recode entry screen.

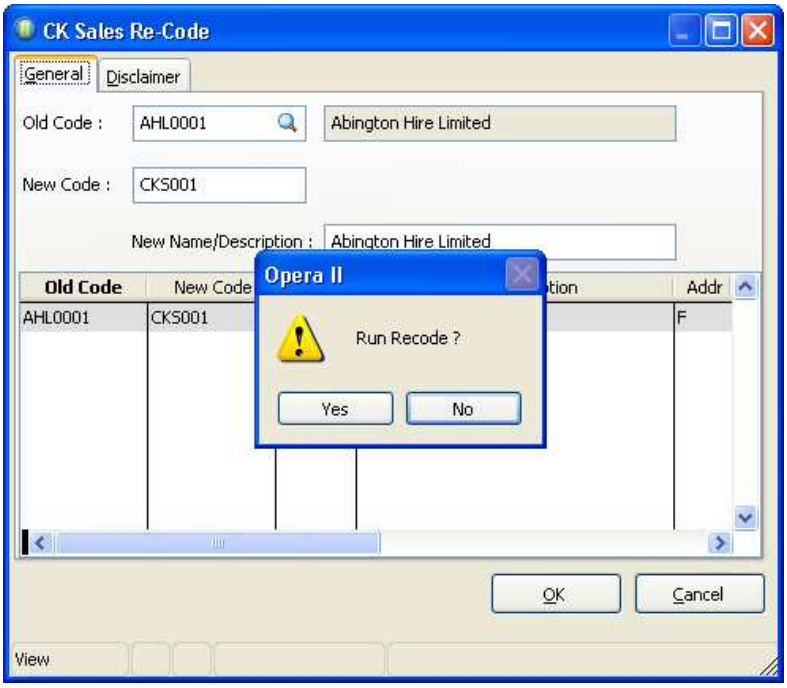
Simply enter the code to be changed in the **Old Code:** field (full Opera II search facilities are available) and then enter your new code details in the box below
(limitations on coding are as Opera II).



As you are not merging codes an **F** for false is placed in the **merge** column.

You can continue to add Old & new codes if you wish to recode a number of items in one process (batch recoding).

Select **OK** and you are asked if you wish to **Run Recode – Yes** or **No.** This gives you the option to change your mind if you notice you have the incorrect code selected (you could however recode the product back to the old code if a mistake was made).



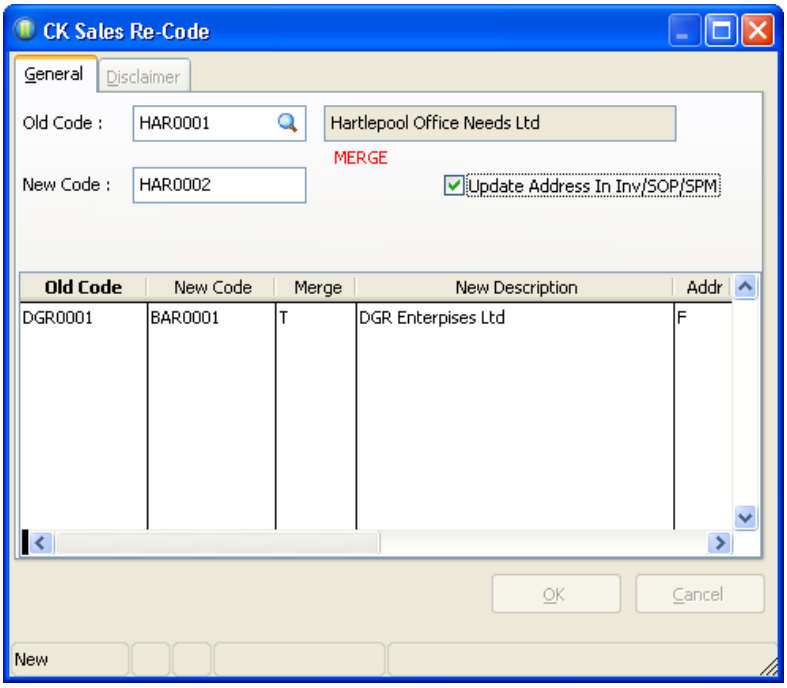
Choose **Yes** and recoding begins.

Check the product in **Purchase Processing** and you will see that the product has now been recoded and the old code does not exist.

3.2 MERGING MULTIPLE PRODUCTS INTO ONE NEW CODE

You may encounter a scenario where identical purchase accountss had been given their own unique codes over a period of time but the organisation now wished to amalgamate all of these into one code. This can be achieved with **CK PURCHASE RECODE**.

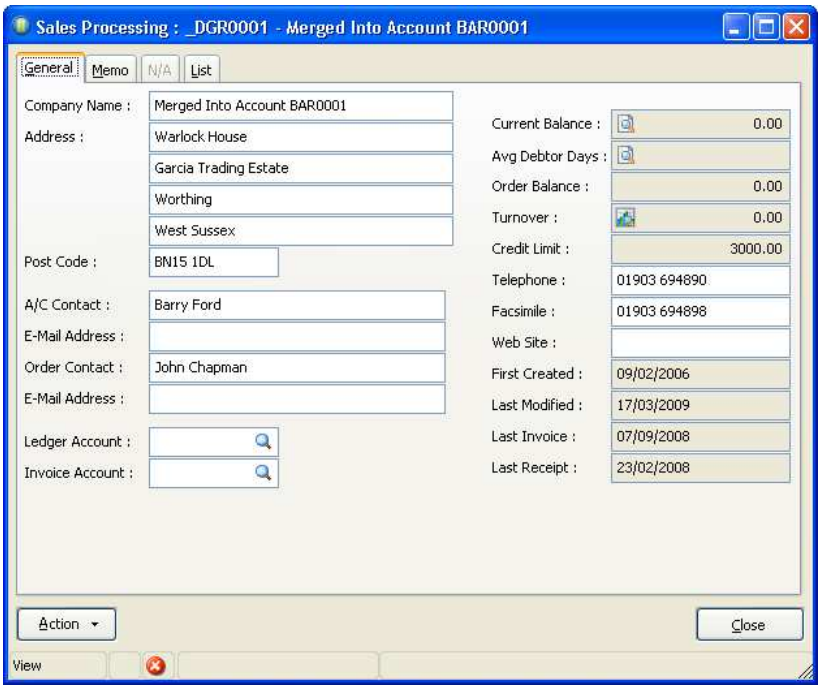
Load the Recode utility as before and enter the code that is to be recoded and merged. Then enter the code that this product is to be merged with (**NB The code you wish to merge to must already exist in the purchase module**).



The second code is flagged to the side with the legend MERGE and the letter T (for true) is placed in the merge column in the browse window. You will notice the option to also update the address details in relevant modules such as invoicing, SOP or SPM.
Once all accounts are selected (more than one code can be merged in one run) choose **OK** and you are asked if you wish to run recode say **Yes** if you wish to continue or **No** to be returned to the selection screen.

You will also be given the option to add '_' as a prefix to merged codes, if this is selected Recode will try where possible to add this prefix to help identify merged accounts. Items beginning with the '_' prefix will appear at the end of the List view in Purchase Processing which helps to separate them from your live purchase accounts.

Once completed the original codes that have been merged are automatically flagged for deletion on the purchase record and the description is changed to e.g. 'Merged to ?????' (the ????? being whatever code you selected for the code to be changed to).

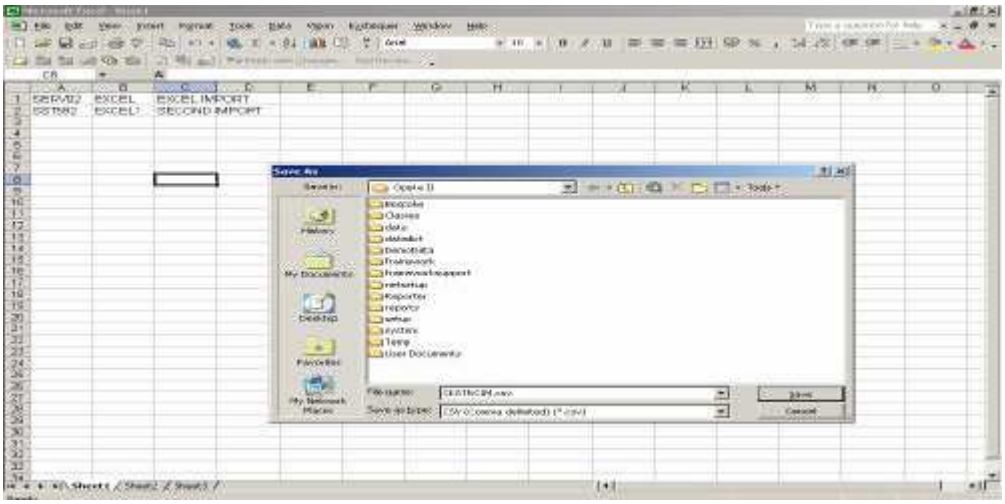


The old codes can then be either undeleted or re-used if required or removed from the system by running a purchase reorganise from the Utilities menu in purchase.

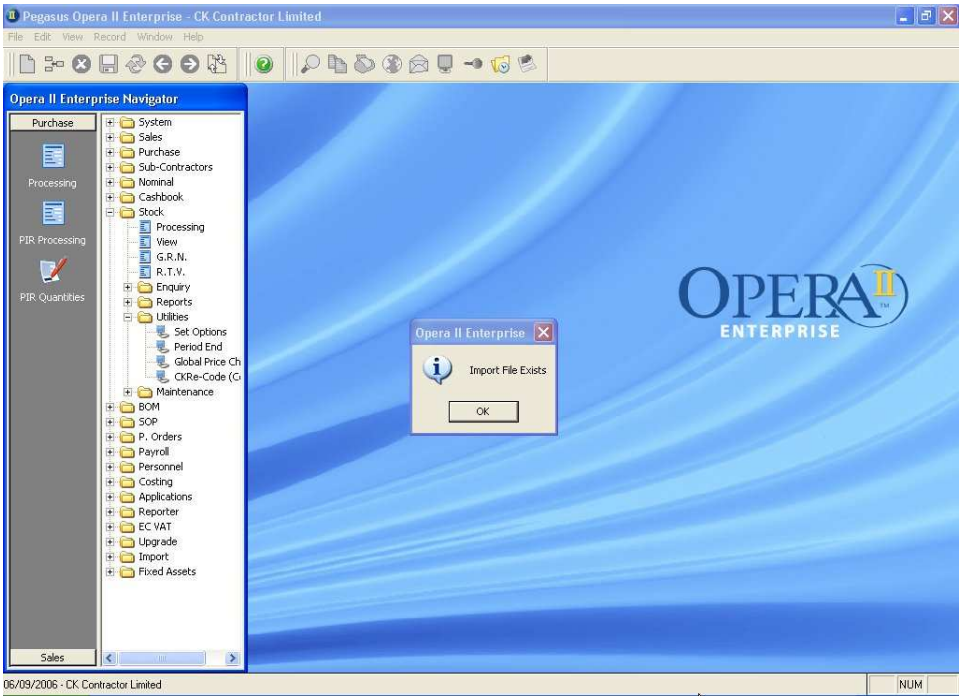
3.3 RECODING RECORDS FROM AN EXCEL SPREADSHEET

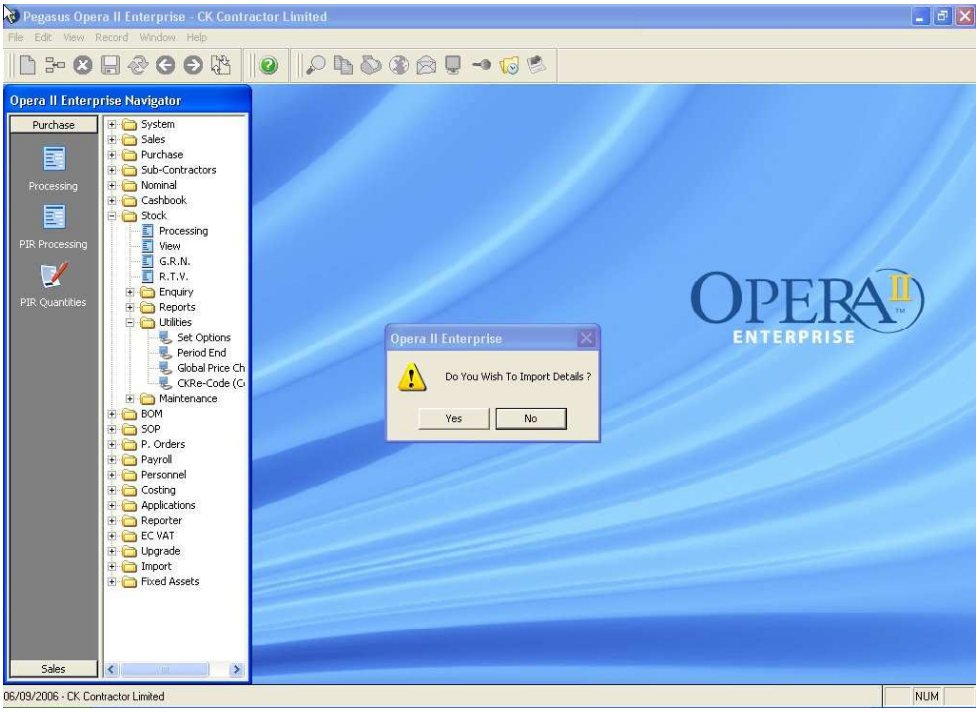
In instances where the end user has a large purchase database and is restructuring their coding system it may be onerous to change these codes from within Opera II on a batch recode basis. **CK PURCHASE RECODE** allows you to make all your changes on an excel spreadsheet and then import these into the recode utility for changing.

- Create a spreadsheet and save it as a **CSV** file with a filename of **CKPLRCIM.CSV**
- The columns in the file **must** be entered as follows: **Old Code, New Code, Description**
- The file **must** be saved in the **Main Opera II root Directory.**

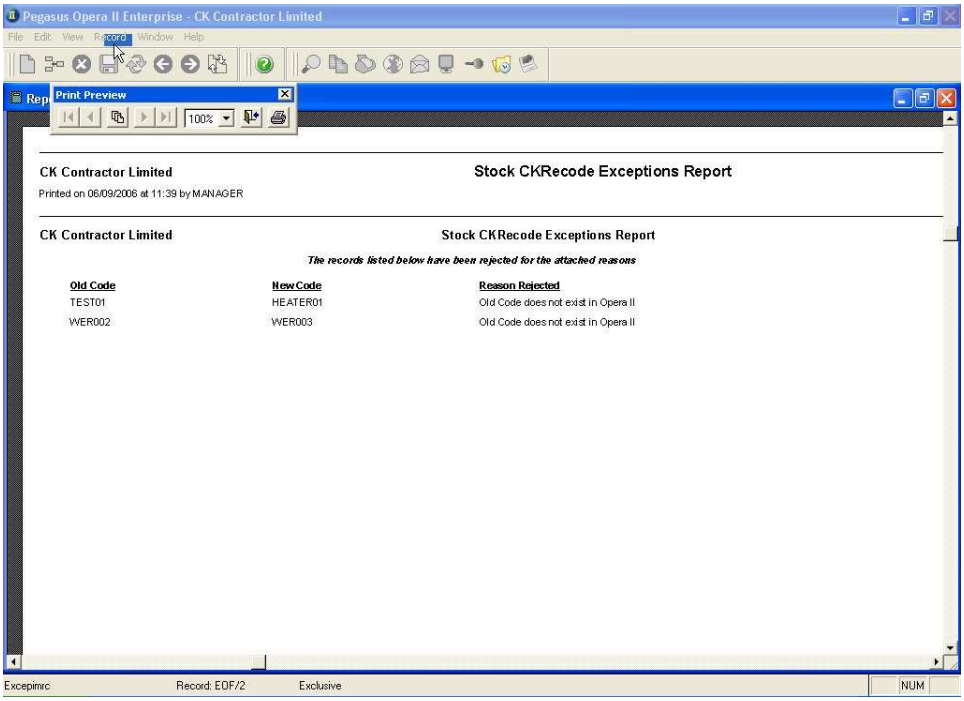


When the recode utility is now run the system recognises the existence of an import file (But only if the CSV file is named as above).

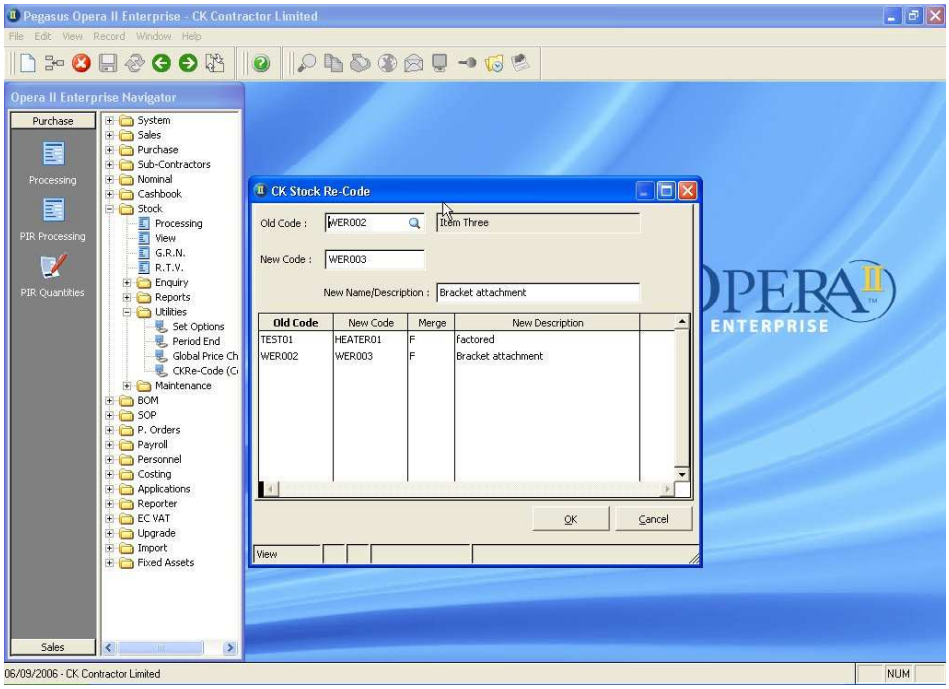




Choose **Yes** and you are presented with the standard recode screen but with your spreadsheet details entered. Click on the **OK button** to recode as before.



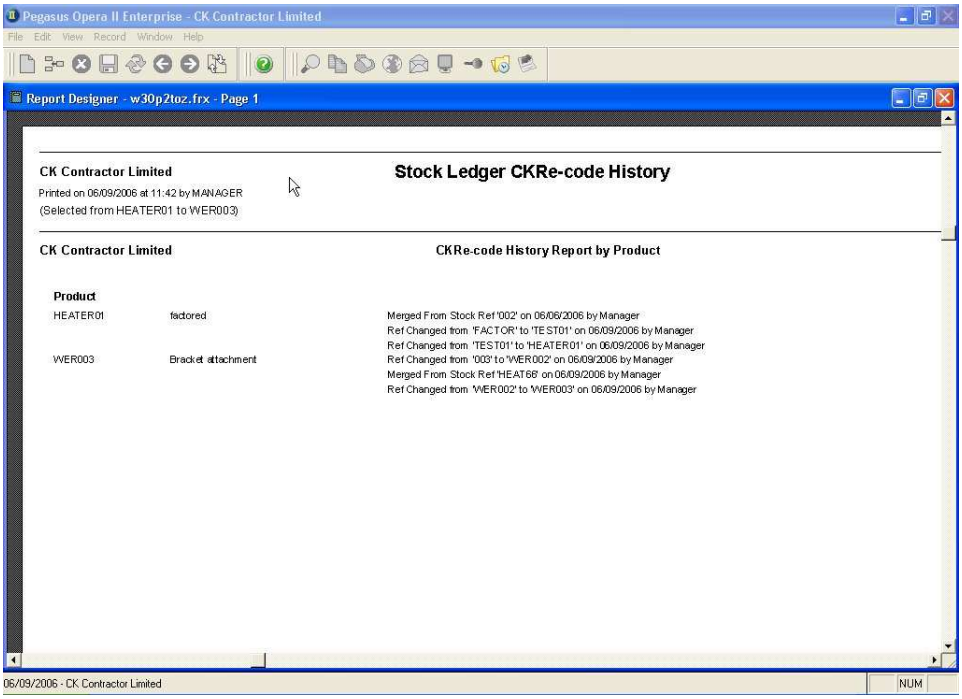
If there are any problems with the data contained in the import file then at this point the utility will automatically produce an exceptions report listing any ignored codes and the reason why the utility was unable to process them. You will be prompted via the standard publisher screen to print to either the screen or a printer.



After recoding you have the option to **Delete Import File?** By choosing no the CSV file is retained in the main Opera II directory and can be deleted manually. This file should be moved to a different location if you wish to retain it so it is not activated the next time recode is run.

4.0 Reports

A **CKRecode History** report is available on the Purchase Reports Menu. This report is an audit trail of all the changes that have been made on the system and is updated each time recode is run.


Pegasus Opera II Enterprise - CK Contractor Limited
File Edit View Record Window Help
Report Designer - w30p2toz.frx - Page 1
CK Contractor Limited
Printed on 06/09/2006 at 11:42 by MANAGER
(Selected from HEATER01 to WER003)
Stock Ledger CKRe-code History
CK Contractor Limited
CKRe-code History Report by Product
Product
HEATER01 factored
Merged From Stock Ref '002' on 06/06/2006 by Manager
Ref Changed from 'FACTOR' to 'TEST01' on 06/09/2006 by Manager
Ref Changed from 'TEST01' to 'HEATER01' on 06/09/2006 by Manager
WER003 Bracket attachment
Ref Changed from '003' to 'WER002' on 06/09/2006 by Manager
Merged From Stock Ref 'HEAT68' on 06/09/2006 by Manager
Ref Changed from 'WER002' to 'WER003' on 06/09/2006 by Manager
06/09/2006 - CK Contractor Limited
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5.0 Recoding bespoke fields

In the Opera system folder, there is an external table called SEQRECOD.DBF. This is used to enter records relating to 3rd party bespoke fields that need to be included in the Re-coding process. There can be multiple tables in the system folder if required to perhaps associate with a particular project or dealer. The format of the filename must be ???RECOD.DBF. For example, CKSRECOD.DBF.

These tables can contain as many records as required. If the table contains no records then the table is ignored during the re-code process.

The table structure is as follows:

ck_source = Module Code – (S)ales
(P)urchase
(N)ominal
(C) Stock
(J) Costing
(A) Sales Analysis
(B) Purchase Analysis
(G) Stock Category

ck_filenam = Table Name (i.e. CNAME, SNAME, JCHEAD)
ck_field = Field Name (i.e. CN_REF, SN_ACCOUNT, JH_CSTDOC)
ck_fldph = COSTING ONLY – Phase (i.e. 01, 02)
ck_fldcc = NOMINAL ONLY – Cost Centre (i.e. ADM, SAL)
ck_extra = Used to filter records processed for the selected table. For example, when processing SNAME, you could enter '.NOT. sn_dormant' (quotes not required) and this would exclude dormant accounts during the re-code process. Any valid FoxPro expression can be entered in this field and fields specified in this expression must exist in the table.
ck_single = NOMINAL ONLY – Should always be .T. if the table does not hold the cost centre as a separate field. If the cost centre is held in its own separate field then this should be .F.
ck_space = NOMINAL ONLY – If ck_field contains the cost centre as well then this field tells the system whether there is a space between the account and cost centre. This is usually .T. if the field length is 13 characters and .F. if the field length is 12 characters.
ck_aconly = NOMINAL ONLY – Should be .T. if the table refers only to the account field and does not reference the cost centre at all. Otherwise, should be .F.

NB. CK Systems cannot be held responsible for any data corruption or loss due to incorrect data being added to these tables.